



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
Page 1 of 3**

#T1905 CRIMINALIST I (DNA)

***MONTHLY SALARY: \$4693 to \$5687**

#T1906 CRIMINALIST II (DNA)

***MONTHLY SALARY: \$6267 to \$7571**

APPLICATION FILING PERIOD: FIRST DATE: January 26, 2007

LAST DATE: Open

This announcement serves to establish/maintain an eligible list for current/future vacancies that occur in the classification(s) specified above. **PLEASE APPLY PROMPTLY.** Although the last date to apply is currently "OPEN", the application period may be closed with five days notice.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **STANDARD EMPLOYMENT APPLICATION (together with all required attachments)** for the position(s). Please specify the positions for which you want to apply: Criminalist I (DNA) and/or Criminalist II (DNA), in **Section 4 of the Standard Employment Application (See Supplemental Question #1 below)**. On the Data Entry Form you should record only one position; any additional positions you have specify on your application will be automatically added to your file. Your Standard Employment Application will be made available to the hiring department. Please submit requested materials only. **NOTE: If you are completing an online application and submitting it via the internet, you do NOT need to complete a Data Entry Form.**

SUPPLEMENTAL QUESTIONS – In **Section 4 of the Standard Employment Application**, you must list your responses to each of the following numbered questions. Read the directions on the application form carefully and be sure to follow all instructions.

1. List the exam number and title of all the positions listed below that you want to apply for. Only the positions you indicate will be automatically added to your file.
#T1905 - Criminalist I (DNA)
#T1906 – Criminalist II (DNA)
2. List the undergraduate and/or graduate coursework you have successfully completed in each of the following three areas: Biochemistry; Genetics; and Molecular Biology. For each course, specify the following: course title; number of semester/quarter units; the name of the college/university; and date completed.
3. List the training and/or the undergraduate/graduate coursework you have completed in each of the following two areas: Statistics and Population Biology. Provide complete information regarding the following: course title; number of semester/quarter units; certificate obtained; name of the college/university or training location; and date completed.
4. Describe your qualifications (experience/education/training/etc.) in each of the following areas: Forensic DNA Analysis on Casework; DNA Test Result Interpretation; Report Writing; DNA Test Validation; Blood/Alcohol Analysis; Firearms Identification; Crime Scene Processing (Field Investigation); Narcotics Analysis; Toxicological Analysis; and Trace Evidence Analysis. If you have qualifications in an area, indicate the following: which employers (A, B, C, D, E, etc.) from Section 3 (Work Experience) can verify the information provided; the total length of your experience; the duties you performed; and any special procedures, tools, and equipment utilized.

#T1905 CRIMINALIST I (DNA)

#T1906 CRIMINALIST II (DNA)

Page 2 of 3

5. Indicate if you have been accepted as an expert witness by each of the following courts: Municipal; Superior; Federal; or other court (describe). For each court in which you have experience, specify the number of times you have been accepted as an expert witness and the types of evidence you have presented.
6. List any experience you have in the following areas: Computer experience related to CODIS (Combined DNA Index System); PCR (Polymerase Chain Reaction) DNA analysis; or experience performing STR (Short Tandem Repeat) DNA analysis.

REQUIREMENTS: You must meet the following requirements for each position on the date you apply, unless otherwise indicated.

LICENSE: A valid California Class C Driver's License is required at time of hire for both positions.

CRIMINALIST I (DNA):

EDUCATION:

A Bachelor's degree from an accredited institution in Criminalistics, Forensic Science, a physical science, or a biological science which must include successful completion of graduate or undergraduate courses in biochemistry, genetics, and molecular biology as well as course work and/or training in statistics or population biology.

NOTES:

1. Possession of a Master's Degree in Criminalistics or Forensic Science without a qualifying Bachelor's degree is NOT acceptable.
2. Graduating college/university seniors with a major in Criminalistics, Forensic Science, biological science or physical science may apply. If approved, they will be placed inactive on the eligible list until submitting proof of graduation to the Personnel Department before expiration of the eligible list.
3. Foreign degrees are acceptable if they have been evaluated and deemed to be equivalent to degrees from accredited institutions in the United States.

DESIRABLE QUALIFICATIONS: A minimum of one year of experience working in a crime laboratory or private laboratory performing chemical, biological, or physical analysis is highly desirable.

CRIMINALIST II (DNA):

EDUCATION:

A Bachelor's degree from an accredited institution in Criminalistics, Forensic Science, a physical science, or a biological science which must include successful completion of graduate or undergraduate courses in biochemistry, genetics, and molecular biology as well as course work and/or training in statistics or population biology.

NOTES:

1. Possession of a Master's Degree in Criminalistics or Forensic Science without a qualifying Bachelor's degree is NOT acceptable.
2. Graduating college/university seniors with a major in Criminalistics, Forensic Science, biological science or physical science may apply. If approved, they will be placed inactive on the eligible list until submitting proof of graduation to the Personnel Department before expiration of the eligible list.
3. Foreign degrees are acceptable if they have been evaluated and deemed to be equivalent to degrees from accredited institutions in the United States.

EXPERIENCE:

Two years of full-time professional criminalistics experience in a public or private laboratory performing DNA analysis. Experience may consist of forensic DNA analysis, DNA test result interpretation, report writing, testimony in court, and DNA test validation. NOTE: A Master's degree in Criminalistics or Forensic Science may be substituted for one year of the required experience.

DESIRABLE QUALIFICATIONS: Although not required, an advanced degree in science, computer experience related to CODIS (Combined DNA Index System), experience with PCR (Polymerase Chain Reaction) DNA analysis, and/or experience performing STR (Short Tandem Repeat) DNA analysis is highly desirable.

DUTIES: **Criminalists I (DNA)** and **Criminalists II (DNA)** conduct crime scene investigations to discover and develop evidence, perform laboratory analysis on evidence related to police investigations, write reports summarizing analysis findings, testify in court, and perform other work as assigned. **Criminalists I (DNA)** perform work of routine difficulty on an increasingly responsible basis, while **Criminalists II (DNA)** work more independently, performing the more complex assignments.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list(s).

ELIGIBLE LIST: Separate eligible lists will be established for **Criminalist I (DNA)** and **Criminalist II (DNA)**. Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list(s) which will be used to fill position vacancies during the next **two years**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which **may** include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; background investigation; polygraph examination; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice and the Federal Bureau of Investigation for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

JHL/Criminalist I [*Option Title: Criminalist I (DNA)*]/Criminalist II [*Option Title: Criminalist II (DNA)*]/October 16, 1998/

*Rev. 14 (07-10-07)/Class 1152-A; 1384-A

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER